

The screenshot shows the 'Approve Requests' interface. At the top, a user is logged in as A. McInnis. A sidebar on the left shows a navigation menu with 'Approve' and 'Needs Approval' (indicated by a blue highlight and a count of 6). The main area is titled 'Approve Requests' and contains a message: 'Click an ID to display details for this request. You can also add a comment to the request.' Below this are 'Approve' and 'Deny' buttons. A table lists 6 requests with columns for Type, ID, Submitted Date, Requester, Status, Title, and Amount. Annotations with arrows point to various elements: 'The number of requisitions waiting for approval.' points to the 'Needs Approval' link; 'Select the checkbox first for the appropriate eRequisition to approve, deny or archive the eRequisition.' points to the checkboxes in the table; 'Click Move to Folder button to archive the eRequisition.' points to the 'Move to Folder' button; 'Directly click on either the Approve/Deny buttons to approve or deny the requisitions' points to the 'Approve' and 'Deny' buttons; and 'To view the eRequisition form, click directly on the Title or ID link.' points to the 'ID' and 'Title' columns.

**Approve Requests**

Welcome A. McInnis last visit 6/22/2001 5:03 PM

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Approve

Needs Approval 6

Click an ID to display details for this request. You can also add a comment to the request.

Approve Deny

You have 6 requests awaiting your approval.

Type	ID	Submitted Date	Requester	Status	Title	Amount
<input type="checkbox"/>	<a href="#">PR1135263</a>	Wed, 20 Jun, 2001	R. Lee	Submitted	<a href="#">Test for AQL</a>	\$7.04USD
<input type="checkbox"/>	<a href="#">PR113586</a>	Mon, 18 Jun, 2001	R. Lee	Submitted	<a href="#">Binders, Keyboard &amp; Monitor</a>	\$42.10USD
<input type="checkbox"/>	<a href="#">PR113575</a>	Mon, 18 Jun, 2001	R. Lee	Ordered	<a href="#">Keyboard</a>	\$139.50USD
<input type="checkbox"/>	<a href="#">PR113547</a>	Sun, 17 Jun, 2001	R. Lee	Submitted	<a href="#">Circuit Breaker &amp; Video Projector</a>	\$8,617.48USD
<input type="checkbox"/>	<a href="#">PR113546</a>	Sun, 17 Jun, 2001	R. Lee	Denied	<a href="#">Computer Monitor &amp; Chair</a>	\$909.95USD
<input type="checkbox"/>	<a href="#">PR113539</a>	Sat, 16 Jun, 2001	R. Lee	Ordered	<a href="#">Binders, Keyboard, Monitor</a>	\$56.99USD

Move to Folder Archive Items +

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**Or email us at [ephelpdesk@ncmail.net](mailto:ephelpdesk@ncmail.net)**